

Long-Term Care Enrollment

Part-time Salaried Faculty

What Actions Can I Take?

- **You may enroll in the long-term care insurance program** offered through DHRM and underwritten by Aetna Life Insurance Company.
- **Enroll from July 1 – Aug. 31, 2005** to receive long-term care insurance without proof of good health. Effective July 1, your spouse, parents or parents-in-law are also eligible to enroll in the program at any time but must complete a medical questionnaire to be approved by Aetna.

Here's What to Do...

- **Notify Aetna directly** that you wish to enroll in the long-term care insurance program offered through DHRM. Applications received after Aug. 31 will be returned and you will have to complete a medical questionnaire to be approved by Aetna. Aetna may be reached by calling toll free 1-877-894-2470 or by visiting the Aetna Web site at www.aetna.com/group/commonwealthva.

When Is My Election Effective?

- **If you enroll from July 1 through Aug. 31, 2005, your coverage as an actively at work employee is effective** on Oct. 1, 2005. Coverage for eligible family members is effective the first of the month following approval by Aetna.

Important: This sheet is only an overview. For additional information, contact your Benefits Administrator.

For more on long-term care insurance, visit the DHRM Web site at www.dhrm.virginia.gov and click on "Compensation and Benefits".